

## CAMERON ESTATES COMMUNITY SERVICES DISTRICT

**1060.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**1060.2.1** When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions the General Manager.

**1060.2.2** Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**1060.2.3** Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**1060.2.4** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission

### Series 2000 - Personnel

\* **POLICY TITLE: Executive Officer General Manager**  
**POLICY NUMBER: 2000**

**2000.1** The General Manager shall be the Executive Officer of the Cameron Estates Community Services District and for the Board of Directors.

**2000.2** The duties and job description of the General Manager's employment shall be specified in document CECSO General Manager/Secretary Job Descriptions and Duties--Third Revision July 24, 2013.

#### Ongoing Duties

1. Serves as advisor to the Board of Directors on issues directly related to Board functions.
2. Prepares, executes and documents resolutions and ordinances adopted by the Board. The GM uses his/her discretion to contact legal counsel on resolutions and ordinances as necessary.
3. Advises Board on their actions to keep in compliance with the Government Code, Brown Act, and other governing instruments that the Board is obligated and bound to obey.
4. Provides an office facility for maintaining files, handling telephone calls, handling fax transmissions, assisting with the gate system, and exchanging computer email communications.
5. Monitors and confirms that all expenditures are within budgetary limitations per legal requirements. Arranges for timely budgetary amendments by the Board if necessary.
6. Monitors and records mileage for CSD reimbursement purposes.
7. Monitors and records hours worked on CECSO duties.
8. Satisfies requirements of outside agencies and organizations (SDRMA, CSDA, El Dorado County, LAFCO, Post Office, etc.) by updating information forms, paying dues etc. in a timely manner. Certain issues may need to be reviewed by the Board in a meeting.
9. Acquires and maintains knowledge of modern office equipment—computer, fax, printers, copiers, etc. Has the ability to write reports, business letters, compose correspondence independently,

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transcribe, and maintain cooperative relationships with those contacted in the course of work. Should be able to plan, organize, analyze data and draw logical conclusions and must be able to communicate with the public.

10. Maintains office equipment, orders and maintains office supplies and products for District.
11. Assists with gate operations, maintenance, repairs, input of data and resident information.
12. Researches information pertinent to the affairs of the District.
13. Maintains updated contact information of the residents of the District.

### Daily Duties

Handles telephone and written correspondence, checks emails, voice mails and responds. These communications should be kept to a minimum and only regarding road issues and matters that affect the district. Supplies information to the public regarding Board matters.

### Several Days a Week Duties

Check Post Office box.

### Weekly Duties

Update CECSO Website.

### Biweekly Duties

Complete Payroll Time sheet and submit to El Dorado County Auditor- Payroll Office.

### Monthly Duties

1. For bimonthly regular meetings and special meetings (held when President calls for meeting as needed): Prepares Director's packets and agenda and posts along with signage, 72 hours before meeting on all 3 entrance boards. Emails agenda and meeting materials (prior meeting minutes, county financial reports, and any paperwork pertinent to an agenda item) to Directors the Monday prior to the meeting. Sets up the meeting room and attends all Board meetings every other month and any special session meetings. Maintains complete records of the proceedings and regular meeting and special session meetings of the Directors. Takes meeting minutes, transcribes, edits, and copies original in a minute binder.
2. Checks room availability and Light of the Hills church calendar for regular meeting conflicts. Obtains key for Regular and Special Board meetings from Light of the Hills Church Office.
3. Reviews bills, prepares claim voucher for payment, and prepares invoices and copies. After Board approval (signed by two Directors) sends payment authorization (vouchers) and original bills and invoices to the El Dorado County Auditor/Controller for processing and payment of vendors via email and hardcopy.
4. Maintains a complete and accurate record of district proceedings in binder format. Reviews county financial reports including the revenue and expenditures, and balance sheets from the Auditor/Controller of the County of El Dorado.
5. Prepares newsletter for distribution via email (special consideration for postal mailing for those residents who do not have internet).

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6. Manages credit card matters and makes payment within allotted time. Certain expenditures may require Board approval.

### Quarterly Duties

1. Payment of Sonitrol Security Maintenance Fee.

### Annual Duties

1. Employs the services of an outside auditor, subject to the approval of the Board of Directors, to conduct an audit every other year of the financial records of the district. Assists in preparation of annual audit. This can be annual or biennial.

2. Prepares annual road bid packages, legal notices, notices to contractors, advertises in trade journals, attends additional meetings as needed, and mails packages to interested contractors.

Accompanies one or more road committee members at the pre-bid walk through.

3. Obtains, maintains, and reviews annual parcel listings secured from the County Assessor for assessment purposes. Prepares each parcel special tax assessment (direct charge) for use by County Auditor in the format they designate. Create direct charge packet as directed, including Resolution and forms provided by the county. Reviews legal notices and resolutions.

4. Prepares annual budget and resolution for adoption by the Board of Directors. Reviews prior year budget, edits, publishes legal notices, attends meeting, prepares package, and writes resolution. After adoption provides copies to governmental agencies. *Auditor Controller Joe Harn*

5. Calculates and prepares resolution for appropriation limitation. Reviews prior year and information from state and prepares legal notices.

6. Prepares and files the annual State mandated cost reimbursement packet, if applicable.

7. Prepares the annual Financial Transaction Statement and files with the State.

8. Collects bids and prepares contract for weed spraying operation each year with Board approval. Posts signs at three entrance gates.

9. Signs agreement and usage documents for use of Light of the Hills Church for Board meetings. Provides additional insurance coverage documents naming LOTH as additionally insured.

10. Collects fees from T-Mobile (MetroPCS) and Crown Castle (CC Holding) and EID per the Road Use Agreement.

11. Submits year-end financial report to El Dorado County.

12. Serves as member of committees appointed by the Board and with Board approval.

### Periodic Duties

1. Reviews mailing lists and updates.

2. Every two years: Prepares Resolution for Conflict of Interest. Review Conflict of Interest Code.

3. Every two years: Prepares necessary documents for Ballot measures and elections (Resolutions, post notices, etc.), and submits to El Dorado County elections department in the required time period.

4. Reviews records and manages files as needed. Destroys or disposes of records under the Government Code Guidelines as directed by the Board of Directors.

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5. Attends meetings of other agencies as a representative of Cameron Estates Board of Directors. Attendance at workshops requires Board approval.
6. Facilities Easement Maintenance Policy: Draft and send notification by certified mail to resident with estimate of cost to district to have the work done. After 30 days if no action, send bill to owner. If no payment, calculate initial 10% penalty and 1% per month thereafter per parcel. In June, file a report for the Board describing each affected parcel and the amount of charges and delinquencies for each parcel for the year. By mail notify each homeowner of affected parcels of public hearing (as well as publish public hearing notice in Mt. Democrat newspaper) once a week for 2 successive weeks. Before August 10<sup>th</sup> of each year, file a final report with El Dorado County Auditor for billing on the tax roll.
7. Order signs, equipment, and supplies for maintenance and repair of district roads.
8. Hire outside labor as needed for District repairs and maintenance. Hiring outside labor requires Board approval.
9. Prepare and submit documents for Use of CSD roadways and annexation requests. All correspondence or documents received by GM from other agencies should be passed onto Board to review.
10. Reviews policies and procedures
11. LAFCO Municipal Services Review—coordinates with LAFCO in the preparation of the report and updates as necessary with input from the Board.

**2000.3** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, the agreement of employment shall prevail.

**POLICY TITLE: Employee Records**  
**POLICY NUMBER: 2032**

**2032.1** All personnel information and records are considered confidential to the extent allowed by Federal or State law. All personnel files shall be maintained in a secure and private condition.

**2032.2** The District will restrict disclosure of a personnel file to authorized individuals within the District. Any request for information contained in personnel files must be directed to the General Manager. Only the General Manager or Board President is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited as required by law. The District will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required or authorized.

**POLICY TITLE: Vehicle Costs**  
**POLICY NUMBER: 2100**

**2100.1** An employee who is authorized to use a personal vehicle in the performance of District work shall be reimbursed for the cost of the use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the usage.

**2100.2** Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.